

Referrals  
6/18/19

**NEIGHBORHOOD  
AND COMMUNITY  
SERVICES STANDING  
COMMITTEE**

# MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): ☒ **APPROVED** ☐ **DENIED** ☐ **N/A** ☐ **CANCELED**

Petition #: 932 Event Name: Council President Brenda Jones 9th Senior Citizen Informational Summit

Event Date: July 25, 2019

Street Closure: None

Organization Name: Council President Brenda Jones

Street Address: 2 Woodward Avenue Suite 1340 Detroit, MI 48226

Receipt date of the <b>COMPLETED</b> Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- ☐ Walkathon    ☐ Carnival/Circus    ☐ Concert/Performance    ☐ Run/Marathon  
☐ Bike Race    ☐ Religious Ceremony    ☐ Political Ceremony    ☐ Festival  
☐ Filming    ☐ Parade    ☐ Sports/Recreation    ☐ Rally/Demonstration  
☐ Fireworks    ☐ Convention/Conference    ☒ Other: Senior Summit  
☐ 24-Hour Liquor License

## Petition Communications (include date/time)

Council President Brenda Jones will host the 9th Annual Senior Citizen Information Summit at Erma Henderson Park from 6:00am - 4:00pm.

**\*\* ALL permits and license requirements must be fulfilled for an approval status \*\***

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event
	DFD/EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Inspections
	DPW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	Recreation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Received & Approved as Presented
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit Required for Tents
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Permits Required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Kuschie

Date: June 5, 2019

## DEPARTMENTAL REFERENCE COMMUNICATION

*Monday, June 10, 2019*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

---

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

---

MAYOR'S OFFICE    DPW - CITY ENGINEERING DIVISION  
POLICE DEPARTMENT    FIRE DEPARTMENT  
RECREATION DEPARTMENT    BUILDINGS SAFETY ENGINEERING  
BUSINESS LICENSE CENTER

**932**    *Council President Brenda Jones (Attn: Linda Wesley), request to host "Council President Brenda Jones 9th Senior Citizens Information Summit" at Erma Henderson Park on July 25, 2019 from 6AM - 4PM, Set-up on 7/24/2019 at 10AM - 9:30AM, Complete tear down on 7/26/19 -7/27/19*

# City of Detroit Special Events Application

# 932

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least 60 days prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: COUNCIL PRESIDENT BRENDA JONES 9th SENIOR CITIZEN INFORMATION Summit  
Event Location: EXMA HENDERSON PARK ON JULY 26, 2018

Is this going to be an annual event? ☒ Yes ☐ No

6AM - 4PM

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: COUNCIL PRESIDENT BRENDA JONES (A/N: LINDA WESLEY)  
Organization Mailing Address: 2 WOODWARD STE 1340  
Business Phone: 313 224 1245 or 313 628-2993 Business Website:

Applicant Name: LINDA WESLEY FOR COUNCIL PRES. BRENDA JONES  
Business Phone: 313 628-2993 Cell Phone: 313 303-9089 Email: WesleyL@DetroitMI.gov

Event On-Site Contact Person:

Name: LINDA WESLEY  
Business Phone: 313 628-2993 Cell Phone: 313 303-9089 Email: WesleyL@DetroitMI.gov

Event Elements (check all that apply)

- |                                                |                                            |                                                                 |
|------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Walkathon             | <input type="checkbox"/> Carnival/Circus   | <input type="checkbox"/> Concert/Performance                    |
| <input type="checkbox"/> Run/Marathon          | <input type="checkbox"/> Bike Race         | <input type="checkbox"/> Religious Ceremony                     |
| <input type="checkbox"/> Political Event       | <input type="checkbox"/> Festival          | <input type="checkbox"/> Filming                                |
| <input type="checkbox"/> Parade                | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration                    |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks         | <input checked="" type="checkbox"/> Other: <u>SENIOR Summit</u> |

Please provide a brief description of your event:

TO PROVIDE SENIOR CITIZENS WITH RESOURCES (EDUCATIONAL),  
LUNCH & A DAY OF FUN

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date: 7-24 Time: 10:00 am Complete Set-up Date: 7-24 Time: 9:30 am

Event Start Date: 7-25 Time: 6 am Event End Date: 7-25 Time: 4:00

Begin Tearing Down Date: 7-26 Complete Tear Down Date: 7-27

Event Times (If more than one day, give times for each day):

### Section 3- LOCATION/SITE INFORMATION

Location of Event: ERMA HENDERSON PARK

Facilities to be used (circle): Street Sidewalk Park City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms
- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

### Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

Dee Jay & BAND

Will a sound system be used? ☒ Yes ☐ No

If yes, what type of sound system? MOBILE STAGE

Describe specific power needs for entertainment and/or music:

How many generators will be used? \_\_\_\_\_

How will the generators be fueled? \_\_\_\_\_

Name of vendor providing generators:

Contact Person:

City of Detroit

Address:

Phone:

City/State/Zip

### Section 5- SALES INFORMATION

Will there be advanced ticket sales?  
If yes, please describe:

☐ Yes

☒ No

Will there be on-site ticket sales?  
If yes, list price(s):

☐ Yes

☒ No

Will there be vending or sales?  
If yes, check all that apply:

☐ Yes

☒ No

☐ Food

☐ Merchandise

☐ Non-Alcoholic Beverages

☐ Alcoholic Beverages

Indicate type of items to be sold:

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company:

N/A

Contact Person:

Address:

Phone:

City/State/Zip:

Number of Private Security Personnel Hired Per Shift:

Are the private security personnel (check all that apply):

☐ Licensed

☐ Armed

☐ Bonded

How will you advise attendees of parking options?

## Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

Vehicle & Pedestrian Traffic

Have local neighborhood groups/businesses approved your event?

☐ Yes

☐ No

Indicate what steps you have or will take to notify them of your event:

## Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

	How Many?	Size/Height
Booth		
Tents (enclosed on 3 sides)	<u>5</u>	<u>(1) 60x210, 3 20x60</u> <u>1 40x60</u>
Canopy (open on all sides)	<u>          </u>	<u>          </u>
Staging/Scaffolding	<u>          </u>	<u>          </u>
Bleachers	<u>          </u>	<u>          </u>

## Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person:

Address:

City/State/Zip:

Name of company providing port-a-johns.

Contact Person:

Address:

Phone:

City/State/Zip:

Name of private catering company?

Contact Person:

Address:

Phone:

City/State/Zip:



## SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. Barricades are not available from the City of Detroit.

Attach a map or sketch of the proposed area for closure.

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

---

---

---

---

## AUTHORIZATION & AFFADAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

### HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

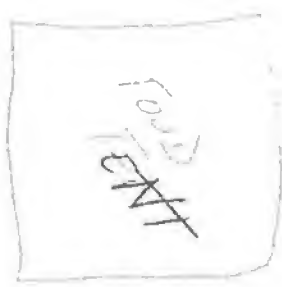
(Please Print)

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GRASSY AREA



Stage



60 X 210 TENT

(PICNIC TABLES)

PCT

PCT

PCT

PCT

PCT

PCT

PCT

PCT



PORTABLE  
TOILETS  
(2 HANDS ON)



Veggie Give Away

SIDEWALK

RUN DATE

Jefferson



# MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): ☒ APPROVED ☐ DENIED ☐ N/A ☐ CANCELED

Petition #: 906 Event Name: 52nd Commemoration - 12th Street Project

Event Date : July 26 - 28, 2019

Street Closure: Clairmount Street

Organization Name: Brothers Always Together

Street Address: 1680 Clairmount Detroit, MI 48206

Receipt date of the <b>COMPLETED</b> Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- |                                                 |                                                |                                              |                                              |
|-------------------------------------------------|------------------------------------------------|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Walkathon              | <input type="checkbox"/> Carnival/Circus       | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Run/Marathon        |
| <input type="checkbox"/> Bike Race              | <input type="checkbox"/> Religious Ceremony    | <input type="checkbox"/> Political Ceremony  | <input checked="" type="checkbox"/> Festival |
| <input type="checkbox"/> Filming                | <input type="checkbox"/> Parade                | <input type="checkbox"/> Sports/Recreation   | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Fireworks              | <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Other: _____        |                                              |
| <input type="checkbox"/> 24-Hour Liquor License |                                                |                                              |                                              |

## Petition Communications (include date/time)

Annual 3 Day Event honoring the 1962 Detroit Riots and unveiling of the 12th Street Project sign at Gordon Park and adjacent lots from 8:00am - 8:30pm with job fair, entertainment and petting zoo.

**\*\* ALL permits and license requirements must be fulfilled for an approval status \*\***

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DPD Assisted Event
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Inspections
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ROW Permit Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Food License Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type III Barricades & Road Closure Signage Required
	Recreation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Received & Approved as Presented
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits Required for Tents
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendors License Required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Jurisdiction
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Lusher

Date: June 5, 2019

Janice M. Winfrey  
City Clerk

City of Detroit  
OFFICE OF THE CITY CLERK

Caven West  
Deputy City Clerk/Chief of Staff

## DEPARTMENTAL REFERENCE COMMUNICATION

*Wednesday, June 5, 2019*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

---

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

---

MAYOR'S OFFICE    POLICE DEPARTMENT  
FIRE DEPARTMENT    BUSINESS LICENSE CENTER  
RECREATION DEPARTMENT    TRANSPORTATION DEPARTMENT  
DPW - CITY ENGINEERING DIVISION    PLANNING AND DEVELOPMENT DEPARTMENT

**906**    *Brothers Always Together, request to hold "52nd Commemoration/12th Street Project" at Gordon Park on July 26 - 28, 2019 beginning at 8:00 AM each day with temprary closure of Rosa Parks from Clairmount to Edison.*



# City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: 52<sup>nd</sup> Commemoration / 12<sup>th</sup> Street Project

Event Location: Gordon Park

Is this going to be an annual event? ☒ Yes ☐ No

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Brother's Always Together

Organization Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Website: \_\_\_\_\_

Applicant Name: Lamont Causey

Business Phone: 313-736-8879 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event On-Site Contact Person:

Name: Lamont Causey

Business Phone: 313-736-8879 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Elements (check all that apply)

☐ Walkathon

☐ Carnival/Circus

☐ Concert/Performance

☐ Run/Marathon

☐ Bike Race

☐ Religious Ceremony

☐ Political Event

☒ Festival

☐ Filming

☐ Parade

☐ Sports/Recreation

☐ Rally/Demonstration

☐ Convention/Conference

☐ Fireworks

☐ Other: \_\_\_\_\_

Projected Number of Attendees: 500

Please provide a brief description of your event:

2 day event with entertainment/vendors and the unveiling of the historic 12<sup>th</sup> Street sign

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date : 7-26-19 Time: 7 AM Complete Set-up Date: 7-26 Time: 7 AM

Event Start Date: 7-26- Time: 8 AM Event End Date: 7-28 Time: 6 PM

Begin Tearing Down Date: 7-28 Complete Tear Down Date:

Event Times (If more than one day, give times for each day): 7-26 8:30 PM 7-27-8:30 PM 7-28-6 PM

### Section 3- LOCATION/SITE INFORMATION

Location of Event: Gordon Park

Facilities to be used (circle): ☒ Street ☐ Sidewalk ☒ Park ☐ City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- |                                   |                                        |
|-----------------------------------|----------------------------------------|
| -Public entrance and exit         | -Location of First Aid                 |
| -Location of merchandising booths | -Location of fire lane                 |
| -Location of food booths          | -Proposed route for walk/run           |
| -Location of garbage receptacles  | -Location of tents and canopies        |
| -Location of beverage booths      | -Sketch of street closure              |
| -Location of sound stages         | -Location of bleachers                 |
| -Location of hand washing sinks   | -Location of press area                |
| -Location of portable restrooms   | -Sketch of proposed light pole banners |

### Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

LIVE Entertainment

Will a sound system be used? ☒ Yes ☐ No

If yes, what type of sound system? a professional sound system

### Section 5- SALES INFORMATION

Will there be advanced ticket sales? ☐ Yes ☒ No

If yes, please describe:

Will there be on-site ticket sales? ☐ Yes ☒ No

If yes, list price(s):

Will there be vending or sales? ☒ Yes ☐ No

If yes, check all that apply:

☒ Food ☒ Merchandise ☐ Non-Alcoholic Beverages ☐ Alcoholic Beverages

Indicate type of items to be sold:

Will there be food trucks? ☒ Yes ☐ No

If yes, please list how many: 1

Will there be a charge for parking? ☐ Yes ☒ No

If yes, please describe the amount:

How will you advise attendees of parking options?

Herman Kiefer

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company:

Contact Person:

Address:

Phone:

City/State/Zip:

Number of Private Security Personnel Hired Per Shift:

Are the private security personnel (check all that apply):

☐ Licensed

☐ Armed

☐ Bonded

### Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?

Have local neighborhood groups/businesses approved your event?

☒ Yes

☐ No

Indicate what steps you have or will take to notify them of your event:

going door to door letting

Everyone know like we did last year's event

### Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event Structure

Describe specific power needs for entertainment and/or music. If generators will be used, described how many and how they will be fueled:

the city built a big stage with electricity

built in we do not need generators

Name of vendor providing generators: Contact Person:

Address:

none

Phone:

City/State/Zip

How Many?

Size/Height

Booth

Tents (enclosed on 3 sides)

Canopy (open on all sides)

Staging/Scaffolding

Bleachers

### Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person:

Address:

City/State/Zip:

Name of company providing port-a-johns.

Park Way

Contact Person:

Address:

Phone:

City/State/Zip:

Name of private catering company?

Contact Person:

Address:

Phone:

City/State/Zip:

## SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Will there be street closures?

☒ Yes ☐ No

If yes, please complete the street closure information below and attach a map or sketch of the proposed area for closure.

STREET NAME: Clarimont Rosa Park

FROM: Clarimont TO: Edison

CLOSURE DATES: 26-July-27-28 BEG TIME: 7Am END TIME: 8:40 pm

REOPEN DATE: 7-28-19 TIME: 8:40 pm

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CLOSURE DATES: \_\_\_\_\_ BEG TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

REOPEN DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

- 1) CERTIFICATE OF INSURANCE ✓
- 2) EMERGENCY MEDICAL AGREEMENT ✓
- 3) SANITATION AGREEMENT ✓
- 4) PORT-A-JOHN AGREEMENT ✓
- 5) COMMUNITY COMMUNICATION ✓

All Been taken care of

## AUTHORIZATION & AFFADAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

Lamont Causey

4-15-19

Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

## HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

(Please Print)

Event Name: Commemoration/12th Street Project Event  
Date: JULY 26-28

Event Organizer: LAMONT CAUSEY Brothers Always together

Applicant Signature: Lamont Causey  
Date: 4-15-19



## ***Brothers Always Together***

***North American Chinese Coalition/Detroit Public Theater Presents***

**"The 52nd Commemoration/12th Street Project @ Gordon  
Park Corner of Rosa Parks & Clairmount**

**Friday & Saturday, July 26 & 27 (11:00am to 8:00pm)**



- ★ Art Activities
- ★ Bounce House
- ★ Vendors
- ★ Food Truck
- ★ Face Painting
- ★ Storytelling
- ★ Petting Zoo
- ★ DJ/Music
- ★ *Special Performances*



**Sunday, July 28th (11:00am to 6:00pm)**

- ★ All of the above mentioned Youth activities will be present Sunday
- ★ Gospel music performance
- ★ Dance Performance
- ★ 2:30PM panel discussion commemorating 1967 w/ elected officials and community leaders

**QUESTIONS: Call Lamont Causey @ (313) 736-8879**





## City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines. Please print them out for reference. Applicants are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and City Planning Office at least 60 days prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

### Section 1- GENERAL EVENT INFORMATION

Event Name: EDM Commemorative / 12th Street Project

Event Location: GORDON PARK

Is this going to be an annual event? ☒ Yes ☐ No

### Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Brothers Always Together

Organization Mailing Address:

Business Phone:

Business Website:

Applicant Name: LAMONT CAUSEY

Business Phone: 313-736-8879 Cell Phone: 313-736-8879 Email:

Event On-Site Contact Person:

Name: LAMONT CAUSEY

Business Phone: 313-736-8879 Cell Phone: 313-736-8879 Email: lamont.causey1@gmail.com

Event Elements (check all that apply)

- |                                                |                                              |                                              |
|------------------------------------------------|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Walkathon             | <input type="checkbox"/> Carnival/Circus     | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Run/Marathon          | <input type="checkbox"/> Bike Race           | <input type="checkbox"/> Religious Ceremony  |
| <input type="checkbox"/> Political Event       | <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Filming             |
| <input type="checkbox"/> Parade                | <input type="checkbox"/> Sports/Recreation   | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks           | <input type="checkbox"/> Other: _____        |

Projected Number of Attendees:                     

Please provide a brief description of your event:

3 day event with Entertainment/ Vendor  
Unveiling of the historic 12th Street signs





DETROIT PARKS & RECREATION DEPARTMENT  
13105 MEYERS  
DETROIT, MI 48225  
313-829-4205

**Special Event Meeting Letter**

The Detroit Parks & Recreation Department is pleased to have you host your special event at one of our parks. Please contact the office at 313-829-4205 for more information. A permit fee of \$300.00 is required for all events. Please allow 4-6 weeks for processing.

**We will provide the following:**

- Permission to have a Special Event
- Permission to utilize DP&R equipment

**We will need the following from your organization:**

- DP&R Equipment: (5) Tables and (50) Chairs
- (3) Discounted Special Event Fees ..... \$ 300.00
- Provide portable toilets for your guest
- Please notify the office, in writing, if you decide to cancel event.

Mail all payments and correspondence to:

Detroit Parks & Recreation Department  
Administration Office  
13105 Meyers  
Detroit, MI 48225  
Attn: Permit Unit

If you should have any questions, please contact Mrs. Chen Davis at (313) 829-4205. Thank you for choosing a Detroit Parks & Recreation Department Park to host your event.

Sincerely,

Chen Amor Davis  
Reservations and Event Coordinator  
Detroit Parks & Recreation Department



**OFFICE OF CONTRACTING  
AND PROCUREMENT**

June 12, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6001192      100% City Funding – AMEND 1– To Provide various Forklift and Truck Maintenance and Repair Services for GSD. – Contractor: Fraza Forklifts – Location: 6865 Commerce Blvd., Canton, MI 48187 – Contract Period: Upon City Council Approval through January 9, 2020– Contract Increase: \$25,000.00 –Total Contract Amount: \$75,000.00.      **GENERAL SERVICES**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL PRESIDENT PRO TEM SHEFFIELD**

**RESOLVED**, that Contract No. 6001192 referred to in the foregoing communication dated June 12, 2019, be hereby and is approved.



**OFFICE OF CONTRACTING  
AND PROCUREMENT**

June 12, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6001508      100% City Funding – AMEND 1– To Provide Structural Repairs, to Rackham Golf Course, and the Club House Roof. – Contractor: Signet Golf Associates II, Inc. – Location: 45 Red Fox Run, Pinehurst, NC 28374 – Contract Period: Upon City Council Approval through May 20, 2020 – Contract Increase: \$300,000.00 –Total Contract Amount: \$2,897,579.00.  
**GENERAL SERVICES**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL PRESIDENT PRO TEM SHEFFIELD**

**RESOLVED**, that Contract No. 6001508 referred to in the foregoing communication dated June 12, 2019, be hereby and is approved.

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

June 12, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002132      100% City Funding – To Provide Citywide Installation, Renovation, and Repair of Commercial/Industrial Roof Types for City Facilities on Behalf of GSD. – Contractor: MacDermott Roofing & Sheet Metal – Location: 9301 Southfield Fwy., Detroit, MI 48228 – Contract Period: Upon City Council Approval through May 27, 2021 – Total Contract Amount: \$625,000.00. **GENERAL SERVICES**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL PRESIDENT PRO TEM \_\_\_\_\_ SHEFFIELD \_\_\_\_\_**

**RESOLVED**, that Contract No. 6002132 referred to in the foregoing communication dated June 12, 2019, be hereby and is approved.

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

June 12, 2019

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6002153      100% Federal Funding – To Provide various Stationary and Mobile Sites throughout the City for the Summer Food Services Program. – Contractor: Edibles Rex – Location: 5555 Conner, Ste. 1058, Detroit, MI 48213 – Contract Period: Upon City Council Approval through September 1, 2019 – Total Contract Amount: \$227,973.90. **RECREATION**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL PRESIDENT PRO TEM SHEFFIELD**

**RESOLVED**, that Contract No. 6002153 referred to in the foregoing communication dated June 12, 2019, be hereby and is approved.

# MEMORANDUM

**TO:** **Maurice Cox, Director**  
Planning and Development  
**Don Rencher, Director**  
Housing and Revitalization Department  
**Brad Dick, Director**  
General Services Department/Recreation Department  
**James Craig, Chief**  
Detroit Policy Department  
**Gary Brown, Director**  
Detroit Water and Sewerage Department  
**Ray Solomon, Group Executive**  
Department of Neighborhoods  
**Tom Lewand, Group Executive**  
Jobs and Economy

**CC:** Honorable Colleagues  
Louise Jones, Senior City Clerk

**FROM:** Council President Brenda Jones *BJ*

**DATE:** June 11, 2019

**RE:** Community Engagement Initiatives

---

Please provide a report on what metrics are utilized to determine what departmental projects and initiatives, **excluding** community benefits ordinance related meetings, are subject to community engagement activities. Please include in the report what actions are taken by the department to ensure that the district council member and two (2) at-large council members are aware, informed, and engaged in the planning of community engagement actions, excluding community benefits ordinance related meetings.

Please also provide a list of all community engagement meetings, excluding community benefits ordinance related meetings, that have been held since 2014 until present as well.